



# Texas Facilities Commission Employment Opportunities

| JOB Vacancy Notice: FY 22-20                          |  |   |
|---|--|---|
| Business Title: Electronics Technician                |  | State Classification: Electronics Technician II |
| Salary Group: A17                                     | Salary: \$3,750.00 (Month)<br>\$45,000.00 (Year) | Hours/Week: 7:00 am – 4:00 pm, M-F              |
| Location: 1711 San Jacinto Blvd., Austin, Texas 78711 |  |   |
| Posting Date: 11/04/2021                              | FLSA Status: Non-Exempt                          | Hours: 40                                       |
| Closing Date: Open until filled                       | Shift Differential: n/a                          | Openings: 1                                     |
| Division: Chief Operations                            |  | Program: Facilities Operations                  |

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

- ♦ Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

Performs moderately complex(journey-level) support for Building Automation Systems and equipment managed by the Texas Facilities Commission (TFC). Work involves installing, diagnosing, maintaining, calibrating, and repairing various field level devices. Will work with other trades to ensure control of all HVAC equipment that is controlled and monitored by the Building Automation Systems. Completes timekeeping and use work order system for completing tasks. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

## **ESSENTIAL FUNCTIONS:**

- Installs, maintains, and inspects actuators, transducers, temperature sensors, field controllers, and various building automation equipment.
- Performs diagnostic tests on field devices to determine functioning level and operation.
- Diagnose, repair, or replace defective field devices or component; and tests devices function to verify that it is operational.
- Maintains repair parts and tools inventory and technical files.
- Possesses familiarity with using PCs, laptops, and the use of computer software.
- Completes timekeeping and other advanced paperwork.
- Provides professional responses to building tenants, clients, and staff as necessary.
- Possesses familiarity with Building Automation systems such as Siemens, Johnson Controls, Trane, Allerton, Tridium Niagara and others.
- Operates a state motor vehicle to perform essential functions.
- Performs other job duties as assigned.
- Possesses familiarity with office building HVAC equipment.

## **MINIMUM QUALIFICATIONS:**

- Two-year technical degree in HVAC or Electronic related field is preferred.
- Technical coursework/on the job training in an HVAC controls and air conditioning related field may meet certain requirements.
- One (1) year of experience in building automation systems, including training, experience and certifications with Johnson Controls, Siemens, Trane, Allerton, Tridium, Schneider, Honeywell control systems would be preferred.
- Education and experience may be substituted for one another on a year for year basis.
- Valid State of Texas Class "C" driver's license.

## **KNOWLEDGE, SKILLS & ABILITIES:**



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- Knowledge of electronic, pneumatic, test equipment, and tools, procedures for troubleshooting and maintaining building control devices and components.
- Skill in the use of test equipment and computer systems to make repairs and maintain control devices to ensure the equipment is functioning properly.
- Knowledge and skill to complete and route daily paperwork.
- Ability to safely operate hand and power tools.
- Ability to use cellular phone communications.
- Ability to use computer.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- Ability to communicate effectively, both orally and in writing.

### **Physical Requirements and/or Working Conditions:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 50 of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15Y AH-64D Armament/Electrical/Avionics Systems Repairer, 948B Electronic Systems Maintenance Warrant Officer (Warrant), AT Aviation Electronics Technician, 718X CWO-Electronics Technician, Surface (Warrant), ET Electronics Technician, C4I10 Command, Control, Communications, Computers and Information Technology (C4IT), 1142 Engineer Equipment Electrical Systems Technician, 5902 Electronics Maintenance Officer Aviation Command and Control (C2), 1A3X1 Airborne Mission Systems Specialist, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Maintenance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf)

**Incomplete applications will not be considered.**

### **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**



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If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 14905524**

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